



## **City of Atlanta Bureau of Buildings**

### *Checklist for Submission of plans for Additions to One and Two Family Residences Accessory Buildings and Site Improvements*

***The City of Atlanta is enforcing the 2000 CABO One and Two Family Dwelling Code as amended.***

#### **I. GENERAL REQUIREMENTS**

- a. Two complete sets of construction plans, including site, architectural & structural plans. *(Plans must be on porous paper).*
- b. If trees are being removed all site plans should include a tree inventory/removal/replacement plan; one additional site plan is required.
- c. All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. *(Single line drawings will not be accepted).*

#### **II. SITE PLAN**

- a. Must show and clearly identify the location of house, driveway and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.)
- b. A recent survey may be required for additions, accessory buildings, driveways and site improvements. (A survey sealed by a Georgia Registered Land Surveyor may be required)
- c. All additions and other proposed site improvements must be identified.
  - i. Indicate lot coverage\*
  - ii. Indicate floor area ratio\*\*
  - iii. Show parking
  - iv. Show dimensions of all setbacks (such as 7' from the property line to the house)
  - v. Indicate any existing 100-year flood plan limits, elevations, any "water of the state" limits, any drainage course or swales, any wetlands, etc.
  - vi. Indicate any existing easements and their dimensions
- d. Must show erosion and sedimentation control devices:
  - i. Silt fence
  - ii. Construction exit
  - iii. Provide an appropriate soil and erosion control plan showing all required best management practices.
- e. Grading Plan
  - i. Show existing and proposed ground contours
  - ii. List separately both cut and fill earth quantities in cubic yards

- f. Tree Ordinance Compliance
  - i. On Site Plan provide existing tree inventory, (diameter at breast height and specie) four (4) foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees)
  - ii. If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved. *Call City Arborist at 404-330-6874 for further information.*
  - iii. If no trees are to be disturbed provide two (2) *different* photos of the site.

### III. CONSTRUCTION DETAILS

- a. Floor Plans
  - i. For additions show at least the floor plan of the addition and the floor plan of the part of the house to which it is attached as well as:
  - ii. Show window and door sizes
  - iii. Show thickness of walls
  - iv. Show room names (such as master bedroom, bathroom, closet, etc.)
  - v. Show width of stairs, height of riser, tread depth and handrails.\*\*\*
  - vi. Show finished ceiling height
- b. Structural Details
  - i. Show a Typical Wall Section detail including foundation through roof.  
*Note: The following may be required based on the size and complexity of the proposed construction.*
  - ii. Specify size and type of new structural components
    - 1. Girders, Beams, Headers, Joists and Rafters
    - 2. Columns
    - 3. Trusses (vendor specifications required)
    - 4. Interior Footing and Foundations
  - iii. Show egress components-stair(s) or ramp(s)\*\*\*
  - iv. Show floor framing plans for each level; ceiling and roof framing plan\*\*\*  
*Note: If using pre-engineered building structural components, submit technical specifications from the manufacturer for verification of code compliance.*
- c. Elevations
  - i. Show two elevations, minimum for additions.
  - ii. Show all openings and wall finish
  - iii. Plan Reviewer may require additional structural detail.
- d. Foundation Plan
  - i. Show footing and turndown slab
- e. Roof Plan
- f. Deck Detail\*\*\*
  - i. Show floor Plan
  - ii. Size and type of structural components: Girders; Beams; Columns/Posts
  - iii. Column/Post foundation
  - iv. Column/Post structural connections with footing and beam/girders
  - v. Deck attachment detail to main structure
  - vi. Stairs or ramps
  - vii. Handrail/guardrail detail with attachment to floor
- g. Accessory Structures\*\*\* (detached garages; storage space; pool house, etc)

- i. Follow applicable Construction Detail steps as previously described.
  - ii. Accessory structures may not exceed:
    - 1. 20 feet in height
    - 2. 30% of the total floor area of the main structure
    - 3. more than 1/3 of the rear yard
- h. Earth Supporting Structures
  - i. Retaining Wall(s) less than 10 feet in height may be approved utilizing designs from recognized engineering publications.
  - ii. Retaining Wall(s) greater than 10 feet in height must be designed by a Professional Engineer.

#### IV. PERMIT FEES

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost of job (\$50.00 minimum)
- b. Impact fees are only applicable for a change in number of living units.
  - i. Redevelopment and/or Change of Use adjustments may apply.  
*Note: affordable Housing Exemptions available-Call Bureau of Housing at 404-330-6390 for further information. Empowerment Zone, Linkage Community and other exemptions are also available-Call Bureau of Planning at 404-330-6145 for eligibility.*
- c. A separate permit is required by a licensed professional from:
  - i. Electrical\*\*\*(404-330-6180)
  - ii. HVAC\*\*\*(404-330-6264)
  - iii. Plumbing\*\*\*(404-330-6170)
- b. Sewer Tap Permits\*\*\* and “Pay as you Enter” fees (\$30.00)\*\*\* are issued by the Department of Watershed Management- Site Development (404-330-6089).
- c. Water Meter Permits\*\*\* are issued by Department of Watershed Management- Bureau of Water (404-330-6091)

#### Miscellaneous Information

**\*Lot Coverage:** A percentage factor which, when multiplied by the total area of any lot with the R-1 through R-5 districts, established the total area of impervious surface which shall include the footprint of the main structure, driveways, turnarounds, parking spaces and all structures including patios, decks, tennis courts, swimming pools and similar structures. (Maximums R-1/25%, R-2&2A/35%, R-3/40%, R-3A/45%, R-4&4A/50%, R-4B/n/a, R-5/50%) *For more information contact Zoning Enforcement at 404-330-6175.*

**\*\*Floor area ratio:** A number which, when multiplied by the total area of any lot within the R-1 through R-5 districts, establishes the total amount of gross heated floor space which may be built on that lot, excluding basement space, attic space (whether finished or unfinished), garage space and space contained within any accessory structure. [Maximums R-1/.25, R-2/.30, R-2A/.35, R-3A/.45, R-4/.50, R-4A&4B/n/a, R-5/See section 16-07.007(5)] *For more information contact Zoning Enforcement at 404-330-6175.*

**\*\*\*If applicable**

Log No. \_\_\_\_\_

Date: \_\_\_\_\_

**Department Of Watershed Management  
Site Development Section  
Plan Comments For Residential Development**

Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

- ☐ 1. **Grading Plan**- a drawing showing the existing and proposed ground contours and elevations indicative of cut and fill operations. The plan should include all pertinent information related to proposed grading operations including, but not limited to: the location of and existing and/or proposed top elevations for sanitary and storm sewer structures, top and ground elevations for existing and/or proposed retaining walls, finished floor elevations for building structures, existing or proposed, the location of proposed detention facilities and any other relevant information as appropriate. The plan may include stockpiling.
- ☐ 2. **Dirt Statement** – Note on the grading plan the gross quantity of dirt to be used on site (cut and fill). List cut and fill quantities separately. Include demolition debris (when appropriate) in total.
- ☐ 3. The following note shall be shown on the grading plan: “ No graded slope shall exceed 2h: 1v”.
- ☐ 4. A haul route permit is required from the Bureau of Traffic and Transportation when more than 500 cubic yards of dirt and/or debris is hauled to or from a site. A copy of the approved permit shall be submitted to the Site Development Section prior to Section sign-off for the building or land-disturbance permit. Call Traffic and Transportation at (404) 330- 6501 for information on how to obtain a haul route permit.
- ☐ 5. Provide a detail drawing for proposed retaining walls.
- ☐ 6. Provide an “existing conditions” boundary and topographical survey of the site sealed by a Georgia Registered Land Surveyor.
- ☐ 7. All drawings shall be professionally sealed as appropriate by a professional civil engineer, a landscape architect or architect. Land – disturbance plans with disturbed areas larger than one (1) acre shall be sealed by a professional civil engineer.

- ☐ 8. Show on the grading plan the location of existing or proposed sanitary sewer connection. Permits for new Connections may be obtained in the Site Development Section, Department of Watershed Management.
- ☐ 9. Direct connections of sewer lateral pipes of less than eight (8) inches in diameter to manholes are not permitted. Direct the sewer lateral connections to wyes in the sewer main.
- ☐ 10. Connections to sanitary sewer main lines shall be perpendicular to the sewer main. The maximum skew from perpendicular shall not exceed 15 degrees from perpendicular.
- ☐ 11. A City of Atlanta standard clean-out, located just inside the property line, is required for sanitary sewer lateral connections and shall be shown on the plans.
- ☐ 12. All sanitary sewer structures shall conform to the City of Atlanta Standard Details, which shall be shown as part of the plans.
- ☐ 13. A manhole, located just inside the property line, is required for private sanitary sewer mains eight (8) inches in diameter and larger.
- ☐ 14. Building over sewers is prohibited. Proposed building structures shall be located completely outside existing easements minimally. Where the existing sewer is deeper than ten (10) feet or where no easement exists, the proposal for construction shall document with detailed drawings and other exhibits that a minimum 1:1 slope from the bottom of the structure's footing to the bottom of the nearest outside edge of the existing sewer pipe can be maintained.
- ☐ 15. The limits of the one hundred year flood and the one hundred (100) year flood hazard elevation(s) must be delineated on any site plan involving a FEMA flood hazard area. Building construction in the one hundred (100) year flood hazard limits is not permitted. Proposals for new construction must demonstrate that the proposed construction can be built on ground that is two (2) feet higher and fifteen (15) feet horizontally away from the one hundred (100) year flood hazard contour. Where applicable, show the one hundred (100) year floodway limits on the plans.
- ☐ 16. For properties that have creeks or streams which are not in a one hundred (100) year flood hazard area, the one hundred (100) year high water elevation(s) and contour location for the creek or stream must be determined and shown on the grading plan for any proposal to build on such properties. The one hundred year flood study shall be prepared and sealed by a Georgia registered Professional Civil Engineer.

*Work In The Public Right-of- Way*

- ☐ 17. A "Qualified Contractor" permit is required for construction in the public right-of-way. A "qualified contractor" is any person who can provide proof of an in-force general liability insurance policy in the amount of three million dollars (\$3,000,000) and is otherwise qualified to do the work required or employs a contractor that is so qualified. The City of Atlanta shall be shown as the certificate holder on the policy. Contact the Site Development Section at (404) 330-6249 for additional information on how to obtain a permit.
- ☐ 18. The installation of sidewalk is required by City of Atlanta code (code section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Detail. The location of the required sidewalk and curb and the standard detail shall be shown on the plans.
- ☐ 19. Concrete driveway aprons with flares are required by City of Atlanta code (code section 138). Driveway aprons shall conform to the City of Atlanta Standard Detail. The location of the driveway apron and the standard detail shall be shown on the plans.
- ☐ 20. Any easement agreements required for off-site construction or for construction of public facilities not located in the public right-of-way shall be obtained by the owner or developer and presented to the Site Development Section prior to Section sign-off (For private agreements a copy is ok; for public facilities, the original recorded agreement(s) are required).
- ☐ 21. Erosion Control Performance Bond and NPDES Fees Required. The owner or developer of a project shall submit an Erosion Control Performance Bond to the Site Development Section. The bond is required to ensure that disturbed areas on a project can be stabilized in the event that the owner, developer or contractor cannot or will not stabilize a site. The required bond amount is Three Thousand dollars (\$3000) per disturbed acre for sites with disturbed areas larger than one point one (1.1) acres. For sites that have disturbed areas of less than one point one (1.1) acres but where the proposed earthwork quantities will exceed five hundred (500) cubic yards or more, a minimum bond of three thousand dollars (\$3000) is required. In addition, a Forty dollar (\$40.00) Fee per disturbed acre as required by State law for National Pollutant Discharge Elimination System (NPDES) Fees will be required prior to Site Development sign – off.
- ☐ 22. Pipe inspection fees are required. The fees are as follows:
  - Storm pipes 12" and larger: \$0.25 per linear foot
  - Sanitary pipes 8" and larger: \$1.00 per linear foot
  - All structures (except connections): \$5.00 each

- ☐ **23. Site Development Fees:** The following fees are required for all development in the City of Atlanta except if the fees were already collected for a new subdivision:

**Driveway and sidewalk inspections:**      \$2.50 per linear foot

**Land Disturbance:**

**Site inspection - Single Family Construction:**      \$130.00 per site

**Site inspection – Commercial Construction:**      \$830.00 per site

**Plan Review – Single Family Construction:**      \$100.00 per plan

**Plan Review – Commercial Construction:**      \$550.00 per plan

**Inspection of privately constructed sewer connections:**

**Single Family Construction:**      \$250.00 each

Construction other than Single Family:      \$ 50.00 per connection and \$1.00 per linear foot for sanitary sewer pipes 8" and larger.

- ☐ **24. Sewer Capacity Certification Fees:**

**Flat rate for Single Family Construction and Commercial Construction with flows of less than 2500 gallons per day (gpd):**      \$600.00

**Flat rate for Commercial or Residential Construction with flows of 2500 gallons per day (gpd) or greater:**      \$1500.00

**Additional fees for permits in capacity limited basins requiring Capacity Certification analyses: (upon a request by the applicant):** \$2245.00  
(additional charges for modeling, site visits, and alternative analysis if requested will vary depending on the nature of the request).

- ☐ **25. Erosion and Sediment Control Plan Requirements:**

- ☐ **A. A vicinity map is required-** A small map showing the site relative to the surrounding area. The map should show enough detail to direct an uninformed person to the site from city hall.

- ☐ **B. Adjacent Areas -** Neighboring areas such as streams, lakes and residential areas etc. that may be affected by land-disturbing activity must be shown on the plan.

- ☐ **C. Location of Erosion and Sediment Control Practices:** Using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, practices may include, but are not limited to:

- 1. Construction Exit
- 2. Sediment Barrier
- 3. Sediment Basin
- 4. Sediment Basin Baffling
- 5. Storm Drain Outlet Protection
- 6. Storm Drain Inlet Protection
- 7. Stone Check Dams
- 8. Detention Pond Retrofitting
- 9. Diversions

- 10. Down Drains
- 11. Matting and Blankets
- 12. Disturbed Area Stabilization
- 13. Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Notes, Narratives and other information to be shown on the Erosion Control Plan:*

- ☐ D. Note the area size of the total site and the disturbed area size in acres on the erosion and sediment control plan. Delineate and label the project's limit of construction.
- ☐ E. The following note shall be shown on the erosion and sediment plans in **BOLD** outline: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land-disturbing activities".
- ☐ F. Note: "Erosion and sediment control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source".
- ☐ G. Note: "Disturbed areas left idle shall be stabilized with temporary vegetation after 14 days; after 30 days, permanent vegetation shall be established".
- ☐ H. Note: "Silt fence shall meet the requirements of Section 171- temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced".
- ☐ H. Maintenance Statement: "Erosion control measures shall be inspected at least weekly, after each rain and be repaired by the General Contractor".
- ☐ I. Statement: "Additional erosion and sediment control measures will be installed if deemed necessary by on-site inspection".
- ☐ J. The name, address, and phone number of the developer shall be shown on the erosion and sediment control plan:
- ☐ K. Vegetative Plan - For all temporary and permanent vegetative practices including, but not limited to: species, planting dates, seeding, fertilizer and mulching rates.
- ☐ I. Detail Drawings - For all structural practices. Specifications must, at a minimum, meet the standards set forth in the manual for Erosion and Sediment Control in Georgia. (See # 25 C)



- ☐ **P. Show the limits for riparian stream buffers about “Waters of the State” as required by the State of Georgia and the City of Atlanta. The buffer limits shall be measured from the top of stream or water course bank and shall be shown as follows:**

- **1. Perennial and intermittent streams shall show the State required 25 ft. and the City of Atlanta required 75 buffer limit.**
- **2. “Waters of the State” other than the above-referenced streams shall show a 25 ft. buffer (e.g. a swale that originates off-site and drains through a site).**

*(The buffer requirements for items 1 and 2 above may be expanded depending on the presence jurisdictional wetlands)*

- **3. If no “Waters of the State” are present within 200 feet of the project site, note on the erosion and sediment control plan: “No “Waters of the State” exist within 200 feet of the project site”.**

- ☐ **26. Other: In final form two (2) sets of plans are required for Site Development approval. See the marked plan attached for additional comments. Return the marked plans and this comment list with the revised plans**